PROMOTIONS	DESCRIPTION
MINDLEADERS	**MINDLEADERS INDIVIDUAL ONLINE TRAINING ACCOUNTS** **Individual On-Line Training Accounts – ($495.00 through June 30, 2008)** DTS currently has a contract for individual online training through Mindleaders, with over 2,000 online technical and business courses. The licenses are good for unlimited employee training through June 30, 2008. Seats are transferable to a new employee but each employee must have their own account. For a full detail of the application please review MindLeaders website at www.mindleaders.com . With the seat license each student is given access to the Business and Technical Catalog including on line Instant Mentoring and an online Reference Library. Detailed usage and management reports are available to monitor and track each student's course work.

COURSE	TIME	DATE	LOCATION
Access 2000 Beginning	9-5	June 25, 2008	*Department of Environmental Quality*
Access 2000 Intermediate	TO BE SCHEDULED IN THE FUTURE		
Access 2000 Advanced	TO BE SCHEDULED IN THE FUTURE		
Directory Structures **Creating Directories** **Finding Files**	1-2:30	June 12, 2008	*Fred House Training Academy*
Excel 2000 Beginning	9-12 1-4 1-4	May 2, 2008 May 6, 2008 June 16, 2008	*Fred House Training Academy* *Department of Environmental Quality* *Department of Workforce Services South*
Excel 2000 Intermediate **Charts / VLOOKUP / Formulas**	1-4 9-12 9-12 9-12	May 8, 2008 May 13, 2008 June 20, 2008 June 26, 2008	*Department of Workforce Services South* *Fred House Training Academy* *Department of Environmental Quality* *Department of Workforce Services South*
Excel 2000 Advanced I **Databases / Pivot Tables / Subtotals**	1-4 1-4 9-12 1-4	May 28, 2008 June 20, 2008 June 24, 2008 June 26, 2008	*Department of Environmental Quality* *Department of Environmental Quality* *Fred House Training Academy* *Department of Workforce Services South*
Excel 2000 Advanced II **Consolidating / Reports / Hyperlinks**	TO BE SCHEDULED IN THE FUTURE		
Excel 2000 Advanced III **Auditing / Grouping / Tracking**	TO BE SCHEDULED IN THE FUTURE		
Excel 2000 Advanced IV **Goal Seek / Solver / Data Tables**	TO BE SCHEDULED IN THE FUTURE		
Excel 2000 Advanced V **Business Operations I**	TO BE SCHEDULED IN THE FUTURE		
Excel 2000 Advanced VI **Business Operations II**	TO BE SCHEDULED IN THE FUTURE		

COURSE	TIME	DATE	LOCATION
Graphics 2000 **Pictures / ClipArt** **Across MS Office Suite Applications**	9-12	June 10, 2008	*Department of Environmental Quality*
GroupWise 7.0 Beginning	1-4	June 24, 2008	*Fred House Training Academy*
GroupWise 7.0 **Enhanced Features**	TO BE SCHEDULED IN THE FUTURE		
GroupWise 7.0 Intermediate	TO BE SCHEDULED IN THE FUTURE		
Internet Beginning	TO BE SCHEDULED IN THE FUTURE		
Introduction to Computers	TO BE SCHEDULED IN THE FUTURE		
PowerPoint 2000 Beginning	9-12 9-12 9-12	May 8, 2008 May 29, 2008 June 10, 2008	*Department of Workforce Services South* *Fred House Training Academy* *Department of Environmental Quality*
PowerPoint 2000 Intermediate	1-4	May 29, 2008	*Fred House Training Academy*
PowerPoint 2000 Advanced	1-4	May 16, 2008	*Department of Workforce Services South*
Tables 2000 **Reports/Presentations/Documents**	TO BE SCHEDULED IN THE FUTURE		
Windows Beginning **XP**	TO BE SCHEDULED IN THE FUTURE		
Windows Intermediate **XP**	TO BE SCHEDULED IN THE FUTURE		
Word 2000 Beginning	1-4 9-12 9-12	May 2, 2008 May 6, 2008 June 16, 2008	*Fred House Training Academy* *Department of Environmental Quality* *Department of Workforce Services South*
Word 2000 Intermediate	1-4 9-12	May 13, 2008 May 16, 2008	*Fred House Training Academy* *Department of Workforce Services South*
Word 2000 Advanced I **TOC / Index / Outlines/ Styles**	9-12 9-12	May 28, 2008 June 12, 2008	*Department of Environmental Quality* *Fred House Training Academy*
Word 2000 Advanced II **Merge / Master Document**	TO BE SCHEDULED IN THE FUTURE		

Fred House Training Academy	*14717 South Minuteman Drive, Trailer A, Draper, Utah*
Department of Workforce Services North	*140 East 300 South, Room 228, Salt Lake City, Utah*
Department of Environmental Quality	*168 North 1950 West, Room 215, Salt Lake City, Utah*
Department of Workforce Services South	*1385 South State, Room 143, Salt Lake City, Utah*
Department of Transportation	*201 East 500 North, Richfield, Utah*